

READY READER

Kansas CMS Emergency Preparedness CoP Newsletter

Issue 13 April 2017

Emergency Planning Needs for Health and Medical Providers

The KDEM planning team sat down with KDHE to help identify some of the planning needs for these new requirements (COOP's and EOP's for health/medical providers). From this discussion, KDEM is allowing access to the Bold Planning system for all health providers that wish to utilize it as an application to store and share their information.

The system can be used to meet the majority of their needs. However, the current templates for COOP and EOP will not completely match their specific requirements. If an annex or information requirement is missing in the system, then they will need to create a word/excel document and load it into the file archives. An example is that they are required to plan for reconstitution in COOP. So the advice is to document within the system a reconstitution team, order of succession, delegation of authority, and create a word document in the file archives section addressing the process or procedures for re-constitution.

KDEM provided the following guidance to the local emergency managers:

- **What does this mean for the county emergency manager?** You can grant them access and create their plan tabs within the planning system. They can fall under Master Data Area for the county or be a standalone plan.
 - You can grant them access to the Master Data Area as a User. You are encouraged to give guidance on how to use the system and answer questions about local emergency management procedures.
 - You are encouraged to welcome them to participate in additional local emergency preparedness efforts such as the LEPC.
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"This final rule issues emergency preparedness requirements that establish a comprehensive, consistent, flexible, and dynamic regulatory approach to emergency preparedness and response that incorporates lessons learned..."

- Federal Register, 9/16/2016

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Previous issues of the Ready Reader available at <http://www.kdheks.gov/cphp/providers.htm>

Local Emergency Planning Committees (LEPCs)

Local Emergency Planning Committees (LEPCs) are an important part of community preparedness. The LEPC meld together professional knowledge and community awareness into a planning effort that benefits the whole community. While the LEPC originated with hazardous material reporting and planning, it has evolved to encompass all-hazards in most communities

LEPCs work to understand the hazards in the community, develop emergency plans in case of an accidental release or natural disaster, and look for ways to prevent accidents. The role of LEPCs is to form a partnership between local governments, citizens, and industries to enhance all-hazards preparedness.

Members of the LEPC are citizens from the community and represent the various organizations, agencies, departments, facilities, and/or other groups within the district that have both professional and community knowledge that is crucial to crafting an effective all-hazards plan. The members should be familiar with factors that affect public safety, the environment, and the local economy. While the LEPC's formal duties fall under the Environmental Compliance and Community Right to Know Act, the LEPC has the skills and knowledge to write a plan for just about any hazard.

The LEPC also is tasked with scheduling training and exercises that support the response plan. Normally this is done through a Training and Exercise Planning Workshop (T&EPW). The T&EPW builds a calendar that ensures training requirements are met and the plan is tested for efficacy without scheduling conflicts. Once the training and exercises are done, they make any changes to the plan that were identified and start the process over.

And the final task of the LEPC is to ensure the community is informed of hazards that could affect them and what the plans are to protect them. When citizens know what the hazards are and how the local government plans to respond to an incident helps create a more prepared community. So no matter what the scenario is, the LEPC can bring its expertise and knowledge to bear on the situation. From hazard analysis through conducting an exercise to test the plan they have the experience and knowledge to enhance community preparedness.

17 Provider Types

There are 17 provider types that are affected by this rule. They are:

- Hospitals
- Religious Nonmedical Health Care Institutions
- Ambulatory Surgical Centers
- Hospices
- Psychiatric Residential Treatment Facilities
- Programs of All-Inclusive Care for the Elderly
- Transplant Centers
- Long-Term Care Facilities
- Intermediate Care Facilities for Individuals with Intellectual Disabilities
- Home Health Agencies
- Comprehensive Outpatient Rehabilitation Facilities
- Critical Access Hospitals
- Clinics, Rehabilitation Agencies, and Public Health Agencies as Providers of Outpatient Physical Therapy and Speech-Language Pathology Services
- Community Mental Health Centers
- Organ Procurement Organizations
- Rural Health Clinics and Federally Qualified Health Centers
- End-State Renal Disease Facilities

Kansas Health Alert Network

The Kansas Health Alert Network (KS-HAN) is an internet-based, secure, emergency alerting system that allows general public health and emergency preparedness information to be shared rapidly.

KS-HAN has the ability to alert registrants by organization, occupation, county, or group through e-mail, work and cell phone, and SMS text.

Since KS-HAN is the primary system used by KDHE for communication during an emergency, it is important to ensure that your organization's registrants and their contact information are kept updated.

KS-HAN is an invitation-only system. To request an invite code or for technical assistance, e-mail your name, organization, phone number, and employer to the KS-HAN Administrator at kdhe.kshanadmin@ks.gov

You will receive an invite code by e-mail that you will be required to enter, along with your e-mail address, during registration.

Continuity Planning is more that *JUST* IT.

We teach continuity of operations planning (COOP) at the local and state government level. Within every continuity plan is an area specific for teams. Each plan needs to have at least five teams: executive leader's team, planning team, support team, relocation team, and reconstitution team. The sixth one I highly recommend is a devolution team.

While devolution is controlled by a set of policies and prior inter-agency coordination, it is important to remember that subject matter experts from your agency should imbed with the newly responsible entity to ensure a smooth transition of mission essential functions for your stakeholders. When you build your teams, IT personnel need to be on every team. IT departments do not work solely alone to build the continuity plan but are supporting members of each team. I encourage an overarching COOP plan for the business but that each individual department has their own COOP plans too.

The biggest questions come when we talk about delegation of authority and orders of succession. We held a tabletop and when it came to what trigger activates your COOP plan no one seemed to know what to do. Many were waiting on a higher authority to proclaim a COOP-worthy event. Have a playbook with a list of triggers that outline when to initiate your COOP plan and who can make that call.

When the decision is made to activate your COOP plan, how do you notify your employees? Have the employees been trained to react and know their COOP plans? Then all levels of employees from the bottom to the top and include contractors all need trained on your plan.

There is so much more to continuity than just IT. When you do not look at the whole picture from every employee's point of view, the business will not be able to build efficient mission essential functions. This is why each team needs to have an assorted array of employees sitting in those seats. When creating a COOP plan, the largest resource a business has is their employees. Learning the whole aspect of COOP planning will help each business become more resilient.

Planning cont. from page 1

What the county emergency manager is not expected to do.

- Write their plans for them.
- Approve their plans.
- Devote limited resources to assisting in the construction of their plans. The KDHE preparedness section will provide technical assistance to these health providers. They can be contacted via KDHE.Preparedness@ks.gov.

Local health providers are being urged to engage emergency management and participate in local preparedness activities. This has inevitably lead to request for access into the planning system to county emergency managers. So how does a medical facility gain access to the Bold Planning System? First, contact your local emergency manager for access. If they are not able to assist you, then call #785-646-3025 or email susan.j.mcmahan.nfg@mail.mil with your request for access. Please refrain from calling Bold directly.

COOP Resources

IS-0247.a Integrated Public Alert and Warning System
IS-0251 Integrated Public Alert and Warning System for Alerting Authorities
IS-0520 Introduction to Continuity of Operations Planning for Pandemic Influenzas
IS-0522 Exercising Continuity Plans for Pandemics
IS-0523 Resilient Accord—Exercising Continuity Plans for Cyber Incidents
IS-0525 Guardian Accord Workshop
IS-0545 Reconstitution Planning Course
IS-0546.a Continuity of Operations Awareness
IS-0547.a Introduction to Continuity of Operations
IS-0551 Continuity of Operations Devolution Planning
IS-0706 National Incident Management System Intrastate Mutual Aid— an Introduction

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